



The Town of Forest Heights, Maryland

VACANT LOT OR VACANT BUILDING REGISTRATION AND BOARDING PERMITS

Forest Heights Code, Article 3, Part II (Vacant Lots and Buildings) requires the registration of all vacant commercial buildings or dwelling units intended to be regularly occupied by people for work, recreation, business, or habitation as well as vacant lots. Please see the Town Code for all relevant requirements.

- A building or structure shall be considered "vacant" whenever the building or structure remains unoccupied for a period of 60 days or whenever the building, or structure is both unoccupied for any period of time and has been cited for any violation of the Town's Ordinance Code.
- A "building or structure" means a commercial building or dwelling unit intended to be regularly occupied by people for work, recreation, business, or habitation.
- Unless the lot is adjoining an improved lot under common ownership or serves as a parking lot, a vacant lot is a lot or parcel without a building or other improvement on site which has an assessed value for taxation purposes.
- The owner shall within 10 days of receiving written notice from the Town, register his or her structure or lot with the Forest Heights Police Department. Boarding permits are sometimes additionally required. (A post office box does not suffice as an address for the purposes of registration.)

I. LICENSE INFORMATION

To verify real property tax & other information, go to <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>.

Street Address of Property:
Tax Identification Number(s):
Parcel/Lot No.'s:
Property Land Area:
Reason for Vacancy:

II. LEGAL OWNER INFORMATION

Legal Owner(s):

If the legal owner (e.g., recent purchase) is not the same as the owner of record with SDAT, please explain the difference in ownership:

III. STATEMENT OF VACANT BUILDING PLAN (for Improved Property Only)

At the time a building or structure is registered, pursuant to Town Code, §3.8, the owner shall submit a statement of plan including the following minimum information:

(1) Type of Ownership (Individual, Trust, Partnership, Corporation, or Company):

(2) Telephone number and email address of the owner(s):

(3) (If the owner of the property is a business entity and/or mortgagee, the owner shall arrange or contract with the owner's local agent to perform monthly or periodic inspections of the property in accordance with the applicable vacant building plan.) Name, address, and telephone number of the local agent or representative:

(4) Names, addresses, and telephone numbers of all other persons having any ownership interest in the building or premises, including any mortgagees or financial institutions:

(5) Date on which the building or structure became vacant:

(6) The length of time the owner expects the building to remain vacant:

(7) State any proposed rehabilitation or improvements and maintenance to be made to the structure so as to make the structure safe, suitable and presentable for its intended use with a description of what will be done to secure the structure so that it will not become open to the general public:

(8) Provide a schedule to remedy any existing infractions and a statement as to any necessary repairs to any doors, fences, windows or other openings which are or will be boarded up (separate permit and

fee required, See Town Code, §3.9) or otherwise secured by any means other than conventional methods used in the design of the building or permitted for new construction:

(9) The owner or agent of the registered vacant building shall place a Town-provided identification placard on the building's exterior as directed by the Chief of Police so as to be clearly visible from the front door area of the building. Such identification placard shall be kept in readable condition by the owner or agent and shall provide the following information: owner's name, local agent's name, if any, address, phone number, and expiration date of registration.

(10) The owner or his or her agent by signing below hereby grants permission for the Town to access the premises to allow entry to the interior by the Town's Code Enforcement Officer or a sworn police officer to ensure the premises is in good repair, structurally sound, sanitary and weatherproof.

IV. BOARDING PERMIT (for Improved Property when Installing Coverings over Openings)

(1) State why the permit is made necessary by conditions or events beyond the owner's control, such as inability to obtain financing for repair or rehabilitation, inability to locate a suitable buyer, unanticipated delays in construction, rehabilitation, or demolition, or unanticipated damage to the property:

(2) In addition, the owner will explain how he or she has exercised due diligence in attempting to complete the needed repair, rehabilitation or demolition or is attempting to sell the property:

(3) A boarding permit shall not be required in circumstances involving temporary emergency situations, including but not limited to damage caused by vandalism, fire, theft and extreme weather or hurricane preparation. A temporary boarding that exceeds 30 days shall require a boarding permit.

V. INFORMATION REQUIRED WITH VACANT LOT REGISTRATION (for Unimproved Property Only)

(1) if the owner is a corporation, limited-liability company, limited-liability partnership, limited partnership, or other business entity, the name, address, and telephone number of the resident agent and, if the owner is a partnership or other entity not having a resident agent, the name, address, and telephone number of all partners, owners or officers of the owner or of an authorized agent of the owner:

(2) The name, address, and telephone number of the owner's authorized property management agent if an agent has been designated by the owner:

VI. REGISTRATION & PERMIT FEES (Subject to Change by Resolution of Council)

(1) The annual Vacant Lot registration fee is \$75 for each vacant lot, payable at the time of registration and due by July 1 of each year. A new owner of a vacant lot must file a registration statement within 30 days of the acquisition and pay the annual registration fee, unless that fee was already paid by the prior owner.

(2) If the annual Vacant Building registration filing fee for a building designated as other than a single-family dwelling, the filing fee is \$500. If the building is designated as a single-family dwelling, filing fee is \$250. Should the building or structure remain in compliance with the Town's Ordinance Code and the above vacant building plan after the initial six-month term of registration until the end of the registration year, the subsequent renewal fee(s) shall be reduced to 50% of the initial fee.

(3) The fee for a boarding permit shall be \$200 for a single-family dwelling and \$400 for all other buildings or structures, except for small storage or other outbuildings which shall require a permit but no fee. The renewal fee shall be \$100 for a single-family dwelling and \$200 for all other applicable buildings.

VII. THE TOWN VACANT PROPERTY AND STATE FORECLOSED PROPERTY REGISTRIES

Vacant building or lot owners shall immediately inform the Police Department and the Code Enforcement Officer of any change in occupancy, ownership, or an action in foreclosure status consistent with Article 8 of this Ordinance Code. Independent of the Town's Vacant Property Registry, the foreclosed property registry is established by the Maryland Department of Labor, Licensing, and Regulation under the Maryland Annotated Code, Real Property Article, § 14-126.1. Pursuant to Town Code, §8.1, failure to register a property located in the Town under the Md. Registry Law is a municipal infraction punishable by a fine of \$750.

VIII. CERTIFICATION

I hereby affirm that I am the owner of the above referenced property or am authorized to act on behalf of the owner; that the information contained herein is true and correct to the best of my knowledge; and that I am in compliance with all registration requirements set forth in the Forest Heights Code, Article 3, Part II - Vacant Lots and Buildings. I understand and agree that in the event the property is no longer vacant, or the information contained herein becomes invalid, I will submit a new registration form containing valid, and current information to the Town within 15 days of the change.

Signature:	Entity (if any):
Name (Print):	Date:

For Office Use

Type(s) of Registrations or Permit Issued:

- Vacant Building Reg.,
- Vacant Lot Reg.,
- Boarding Permit

Total Fees Collected: \$ _____

Official's Initials: _____

Date: _____